

Using USAJOBS to Apply for a NHNG Technician Position

USAJOBS is a program developed for the Office of Personnel Management (OPM) used to announce, apply for, and track **technician** jobs anywhere within the US Government. (Note: At present, there is no license to advertise and/or apply for AGR jobs using USAJOBS.) The National Guard Bureau has recently purchased a license for all states and territories to use this system to staff positions within their respective states. Applicants within the NHNG may begin using USAJOBS voluntarily now with its use becoming mandatory by 1 October 06.

What does this mean for you? It means that you need to know how to use the system well enough to apply for jobs within the NHNG, at the least. Training opportunities are being offered at various times and locations around NH to help familiarize everyone with the new program. This training has not been made mandatory because 1) the website is very user friendly for anyone with a minimum of computer knowledge, and 2) if you have no interest or need to use USAJOBS in the foreseeable future, you'd probably forget anything offered anyway. If you're interested in the training, watch for it being announced or check with your training monitor.

If you would like to "go it alone", visit the website at: <http://www.usajobs.opm.gov>. Click on the link "New to USAJOBS? Click here". There are great tutorials and downloadable guides there to help you understand and use the system. Or, just go to the website and explore its features, and I think you'll agree that it's a great system and a great website. Here are some of the features you should be aware of:

1. How to build and post a resume or resumes.
2. How to search for jobs.
3. How to have the system notify you when particular jobs become available.
4. How to apply for jobs using the system.
5. How to track the status of the jobs you've applied for.

Also, if you are being self taught, here are a few points you should be aware of about how USAJOBS will work within the New Hampshire National Guard:

1. Announcements will be made as they have in the past with an email from HRO to everyone on the ARNG RCAS and the ANG FT address book.
2. Announcements will be posted on the HRO Website and various bulletin boards, as in the past.
3. Announcements will explain application instructions using the internet or how to apply if someone doesn't have internet access.
4. Just as in the past, it's very important that you read the announcement carefully and follow instructions to the letter.

So, please come to training if that would help you. Or, learn USAJOBS on your own if you'd like. Just be aware that on 1 October 06, applying for any technician job in the NHNG will require the use of USAJOBS. Call Tom Bunting at 430-3572 or email me at tom.bunting@nhpeas.ang.af.mil if I can be of any assistance, including conducting training for groups of any size. Questions can also be directed to MSG John Symington at HRO, phone: 225-1348; email: john.symington1@us.army.mil.